



## **PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT**

**OPEN TO:** All Interested Candidates  
**POSITION:** Peace Corps Medical Officer  
**OPENING DATE:** Friday, February 28, 2020  
**CLOSING DATE:** Wednesday, March 18, 2020  
**WORK HOURS:** Full Time: 44 hours/week

The United States Peace Corps seeks a Medical Doctor or Nurse Practitioner to serve as a contracted Peace Corps Medical Officer (PCMO) based in Monrovia, Liberia. The PCMO will provide health care to U.S. Peace Corps Volunteers in Liberia and will work under the supervision of the Peace Corps Country Director in Liberia and the Peace Corps Office of Medical Services in Washington DC.

### **Duties include:**

- Routine primary health care to Peace Corps Trainees and Volunteers including treatment of common illnesses and injuries in accordance with Peace Corps medical guidelines
- Individual short-term counseling on disease prevention, adjustment issues, stress management and cross-cultural problems
- Response to emergency medical situations
- Member of Senior Peace Corps staff in Liberia
- Ability to conduct trainings on health related issues
- Site visits to Peace Corps Volunteers throughout Liberia
- Administrative tasks of the medical office including budget management
- Inventory of medical supplies and equipment
- Alternate 24 hour on-call duty with the other PCMO

### **Qualifications and Requirements:**

- Graduate of accredited school (MDs must be a graduate of a school listed in the Foundation for Advancement of International Medical Education and Research <https://search.wdoms.org/>)
- Current license to practice
- Relevant clinical experience in primary care after medical school
- Ability to communicate effectively in oral /written English.
- Experience in managing mental health issues including counseling of patients
- Experience in training design and presentation of health related material
- Working knowledge of Microsoft Word, Excel, Access, Outlook
- Program management, administrative experience
- Ability to work effectively as part of an intercultural team
- Hardworking, reliable and diligent with good inter-personal skills
- Willing to travel to sites in Liberia
- Ability to work with minimal supervision
- Must be able to obtain an American visa

*The United States Peace Corps is an Equal Opportunity Employer*

Interested applicants for this position must submit the following:

1. A completed PCMO Application form, a completed PCMO applicant skills survey, a completed Privileging form. The applicant must complete this request for privileges depending on their professional qualifications. To receive a copy of these 3 application documents, please email [LR-Jobs@peacecorps.gov](mailto:LR-Jobs@peacecorps.gov) with the subject line: "PCMO forms requested".
2. A cover letter
3. A resume or C.V. that includes:
  - Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving
  - Education and training, identifying universities attended, dates of attendance, degrees and diplomas.
  - Professional licenses, certificates, registrations
  - An accounting for periods of unemployment longer than three months
4. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. (One must also be from the current employer.)
5. Photocopies of:
  - **Diploma from medical school.**
  - **Professional medical license.** If the license does not have an expiration date, written confirmation must be submitted directly from the issuing authority. Please note, if a license is not required, rather, the medical diploma is the license to practice, written confirmation, issued directly from the professional medical board, Ministry of Health or other appropriate regulatory authority establishing that the candidate is properly credentialed for medical practice, is required.
  - **Professional certification if Nurse Practitioner**
6. The candidate should also provide the following:
  - a. Date of birth
  - b. Place of birth
  - c. Citizenship
  - d. Passport number
  - e. Passport issue date
  - f. Passport expiration date

All documents must be in English. Official translation is not required.

NOTE: This job announcement is being advertised in Liberia and regionally. Local candidates will be given priority when filling this position. Benefits will be offered for this position in accordance with guidance provided by Peace Corps' Office of Acquisition and Contract Management. Of particular note, relocation costs and certain other benefits will not be provided for applicants residing in the United States when applying for this position and may not be provided for other applicants. Only selected candidates will be contacted for interview.

**To apply:** Submit all the requirements stated in this advertisement via email to: [LR-Jobs@peacecorps.gov](mailto:LR-Jobs@peacecorps.gov) with subject line: "PCMO"

**Deadline for application is Friday, March 18, 2020.**